idox

One company: Infinite possibilities

Idox Public Access For Planning

User Guide

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Introduction

The Idox Public Access For Planning website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for planning permission, appeals against refused consent and planning enforcements.

This document describes how to use the site.

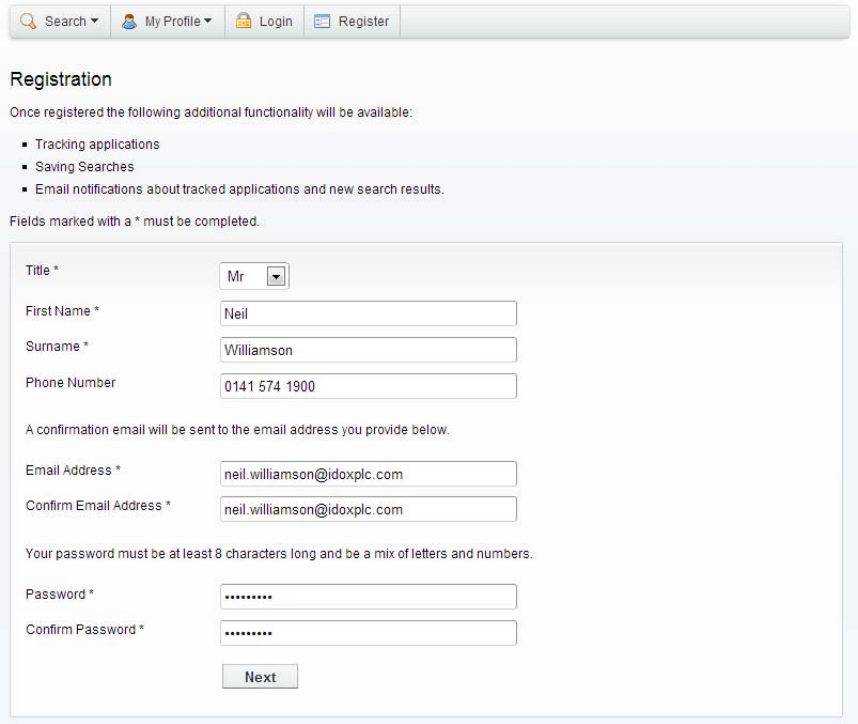
User Details

Anyone can use the Idox Public Access site but to take advantage of the advanced profile features you must first register a user account.

Registration

Registering for an Idox Public Access user account only requires you to provide your name and relevant contact details.

1 To create a new user account click on **Register** in the menu bar.



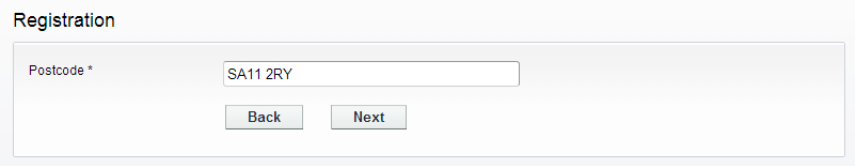
2 Register your personal details by filling in the following fields:

- **Title** - select the title you wish to be addressed by.
- **First Name** - enter your first name.
- **Surname** - enter your surname.
- **Email Address** - enter your email address. Enter it again to confirm that it is correct.
- **Password** - enter a password that will allow only you to access your account.

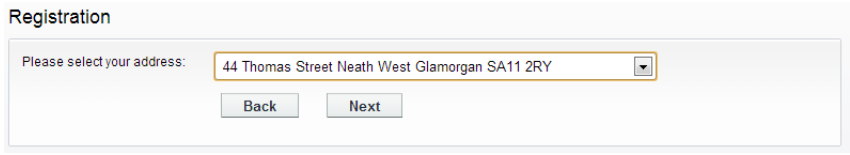
  Note Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Enter the password again below to confirm that it is correct.

3 Click on Next.

4 Enter your postcode, the press Next.

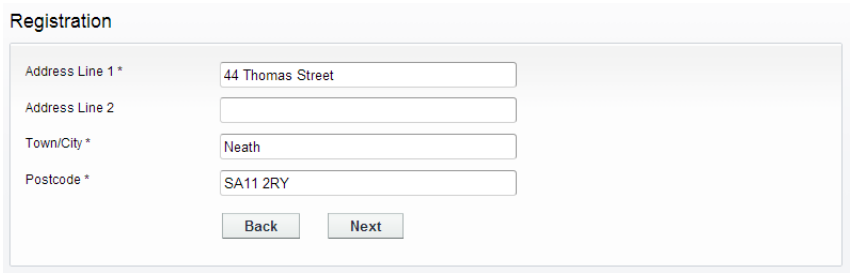


5 Select your address from the drop down list, then click on Next.



6 If your address is not listed, select **My address is not in the list** and click on Next.

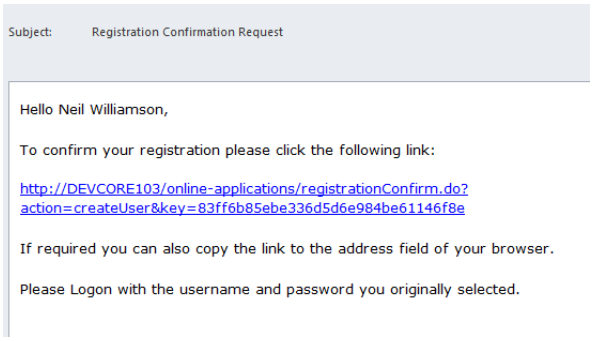
7 Enter your address details in the appropriate fields, then click on Next.



8 Click to read the Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.

9 Check that your personal and login details are correct. To register them, click on the Next button.

10 An email will be sent to the address you entered. This provides final confirmation that you want to create an Idox Public Access account. When the email arrives, click on the link to be returned to the Idox Public Access site.


Subject: Registration Confirmation Request
Hello Neil Williamson,
To confirm your registration please click the following link:
http://DEVCORE103/online-applications/registrationConfirm.do?action=createUser&key=83ff6b85ebe336d5d6e984be61146f8e
If required you can also copy the link to the address field of your browser.
Please Logon with the username and password you originally selected.

Log In

In order to use the full range of features offered by Idox Public Access you need to log in to the site using the username and password you provided when you registered your account.

1 Click on Login in the menu bar.
2 Enter your email address and password, then click on the Login button.

Forgotten password

1 If you forget your password, click on the **Forgotten password?** link.
2 Enter your email address and then enter a new password twice. Press the **Change Password** button.
3 A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

Log out

When you are finished using Idox Public Access, remember to log out by clicking on the Logout button in the menu bar.

My Profile

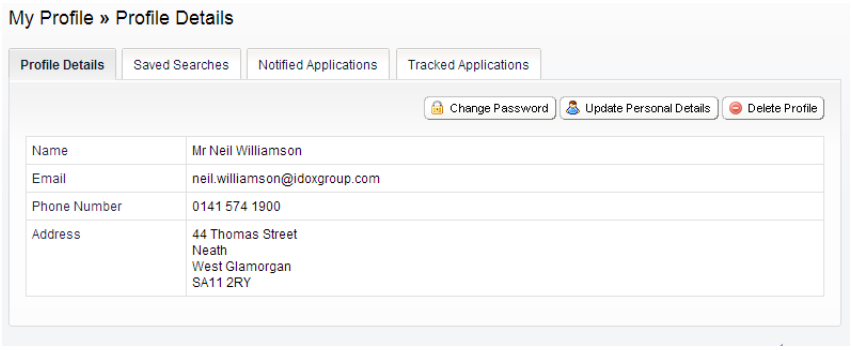
Once your account has been created, you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** - your full personal details
- **Saved Searches** - a list of searches which you have saved
- **Notified Applications** - notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** - a list of applications that you have elected to track.

Profile details

The Profile Details pages allow you to view and update your account details.

1 Select **Profile Details** from the My Profile drop down list in the menu bar.



The Personal Details page allows you to view the details you registered with. You can change any of those details or update your password.

2 To update your password click on **Change Password**.

3 Enter your email address and then enter a new password twice.

4 Press the **Change Password button**. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

5 To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.

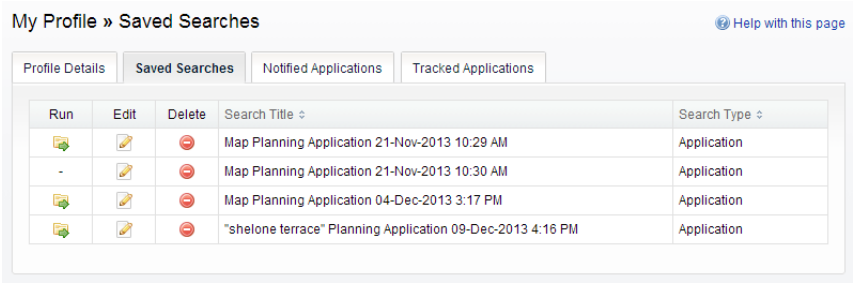
6 When you no longer wish to use Idox Public Access, click on **Delete Profile**.

Saved searches

The primary activity on the Idox Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see “Searching” on page 13).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

1 To view your saved searches, select **Saved Searches** from the My Profile drop down list.



2 You can sort the list by clicking on the appropriate column headings:
- **Search Title** - sort the list alphabetically by search title
- **Search Type** - sort the list alphabetically by search type.

3 To perform a saved search now, click on the **Run** button for that search.

Note Circular map searches cannot be run from the Saved Searches page.

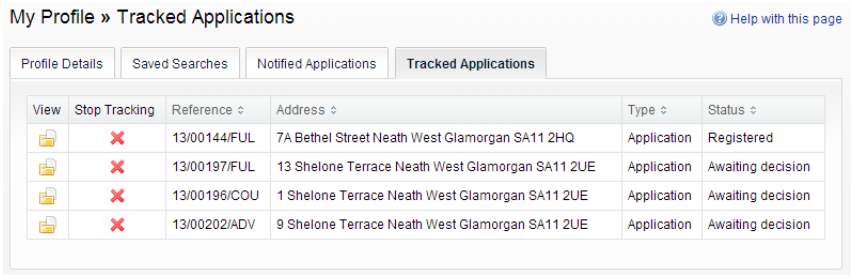
4 To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.

5 To remove a search from the list, click on the **Delete** button for that search.

Tracked applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified a notification will appear on the Notified Applications page and you will be sent a notification email.

1 To view these applications, select **Tracked Applications** from the My Profile drop down list.



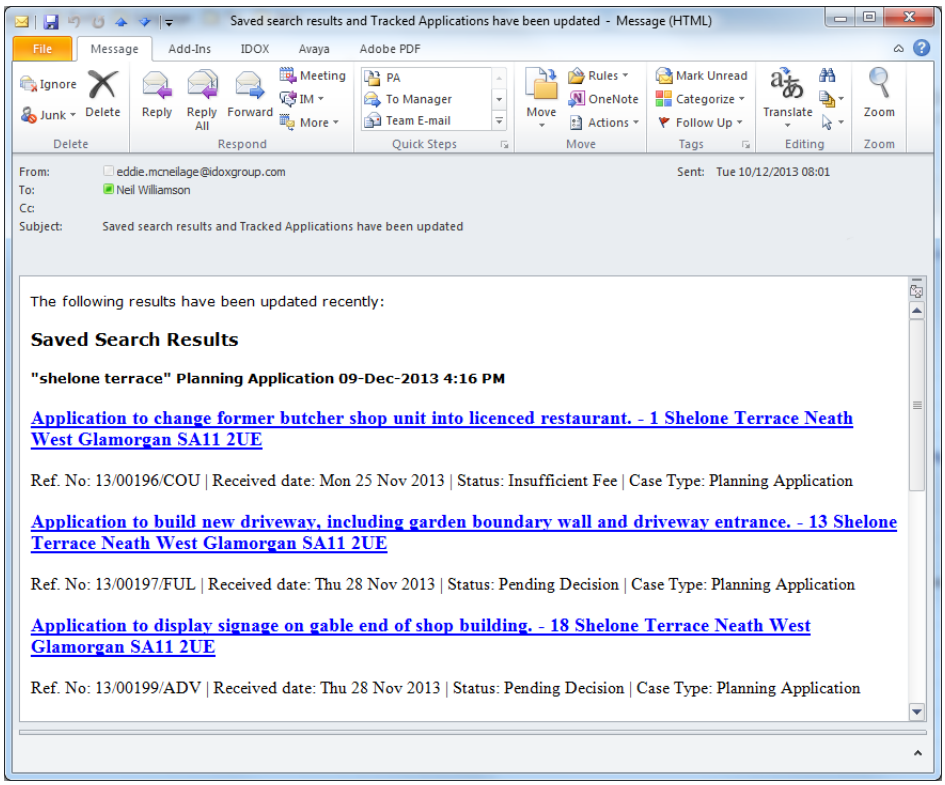
2 You can sort the list by clicking on the appropriate column headings:
- **Reference** - sort the list alphanumerically by reference
- **Address** - sort the list alphanumerically by the address that is the subject of the application
- **Type** - sort the list alphabetically by the application type
- **Status** - sort the list alphabetically by the status of the application.

3 To view a tracked application, click on the View button for that application.

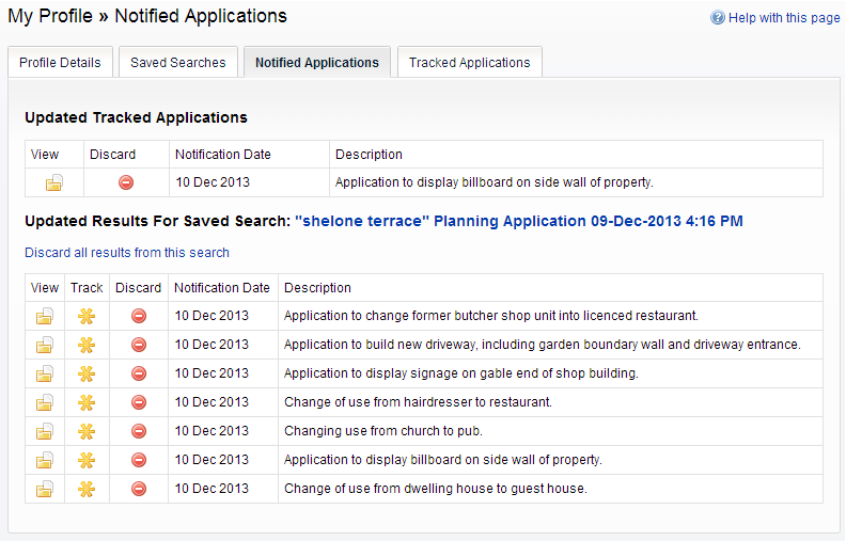
4 To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

Notified applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.


Saved search results and Tracked Applications have been updated - Message (HTML)
From: eddie.mcneilage@idoxgroup.com
Sent: Tue 10/12/2013 08:01
To: Neil Williamson
Subject: Saved search results and Tracked Applications have been updated
The following results have been updated recently:
Saved Search Results
"shelone terrace" Planning Application 09-Dec-2013 4:16 PM
Application to change former butcher shop unit into licenced restaurant. - 1 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00196/COU | Received date: Mon 25 Nov 2013 | Status: Insufficient Fee | Case Type: Planning Application
Application to build new driveway, including garden boundary wall and driveway entrance. - 13 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00197/FUL | Received date: Thu 28 Nov 2013 | Status: Pending Decision | Case Type: Planning Application
Application to display signage on gable end of shop building. - 18 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00199/ADV | Received date: Thu 28 Nov 2013 | Status: Pending Decision | Case Type: Planning Application

1 To view your notifications, select **Notified Applications** from the My Profile drop down list.


My Profile » Notified Applications
Help with this page
Profile Details
Saved Searches
Notified Applications
Tracked Applications
Updated Tracked Applications
View
Discard
Notification Date
Description
10 Dec 2013
Application to display billboard on side wall of property.
Updated Results For Saved Search: "shelone terrace" Planning Application 09-Dec-2013 4:16 PM
Discard all results from this search
View
Track
Discard
Notification Date
Description
10 Dec 2013
Application to change former butcher shop unit into licenced restaurant.
10 Dec 2013
Application to build new driveway, including garden boundary wall and driveway entrance.
10 Dec 2013
Application to display signage on gable end of shop building.
10 Dec 2013
Change of use from hairdresser to restaurant.
10 Dec 2013
Changing use from church to pub.
10 Dec 2013
Application to display billboard on side wall of property.
10 Dec 2013
Change of use from dwelling house to guest house.

2 The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.

3 To view an application, click on the **View** button for that application.

4 To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard All Results From This Search**.

5 Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** icon for the applications of interest. These will now be added to your Tracked Applications page.

Searching

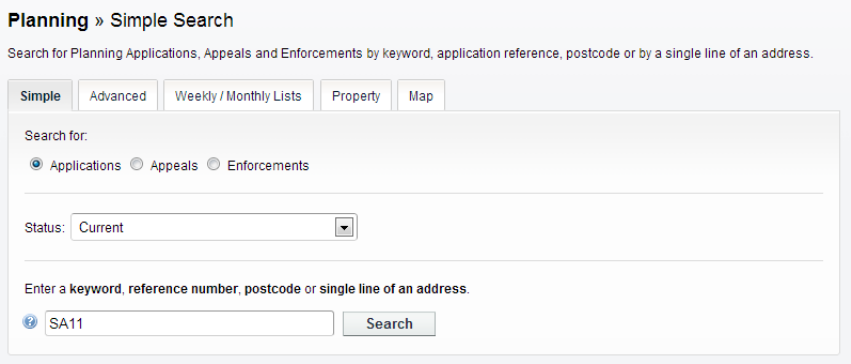
Your primary activity when you are logged in to the Idox Public Access site will be to search for planning records according to a variety of criteria. There are a variety of search methods to allow you to find the information you are looking for:

- **Simple** - search quickly for applications, appeals or enforcements according to some entered text
- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications whose status is validated or decided within a particular time period
- **Property** - search for a particular property to which applications may apply
- **Map** - search using an interactive map tool.

Simple Search

A simple search allows you to search quickly for an application, appeal or enforcement by entering some text that will help identify it.

1 From the Search drop down list choose the Planning module, then select **Simple Search**.



2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals
- Enforcement notices.

Click to select the type of record that you want to locate.

3 If you choose to search for Applications, you can also select the status of the records you are looking for:

- Current applications
- Decided applications
- All applications.

Choose the appropriate option from the **Status** drop down list.

4 Enter some text in the **Search** box that will correspond to one of:

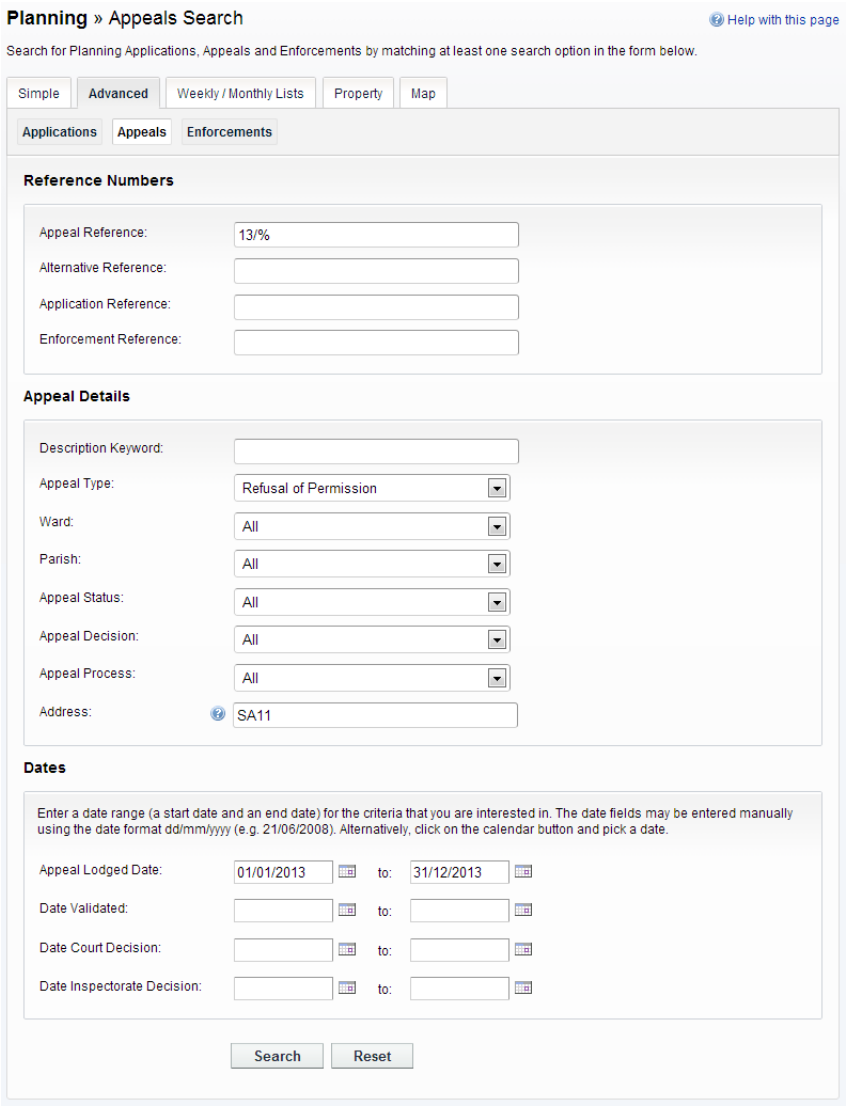
- reference number (for example, "2008/0125/DET")
- post code (for example, "G1 3PL")
- part of an address (for example, "Drymen", "Scott Street").

5 Click on the **Search** button to display the results of your search (see “Search Results” on page 27).

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for information.

1 From the Search drop down list choose the Planning module, then select **Advanced Search**.



2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals
- Enforcement Notices.

Click to select the type of record that you want to locate.

3 A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.

4 The details you can fill in depend on the record type selected.

Record Type	Details Required
Application details	Allows you to specify application type, application/appeal status or decision, and development type as well as location details, including ward, parish and address information.
Appeal details	Allows you to specify appeal type, status, decision or process as well as location details, including ward, parish and address information.
Enforcement details	Allows you to specify breach type and enforcement status as well as location details, including ward, parish and address information.

Enter the details you want to search on.

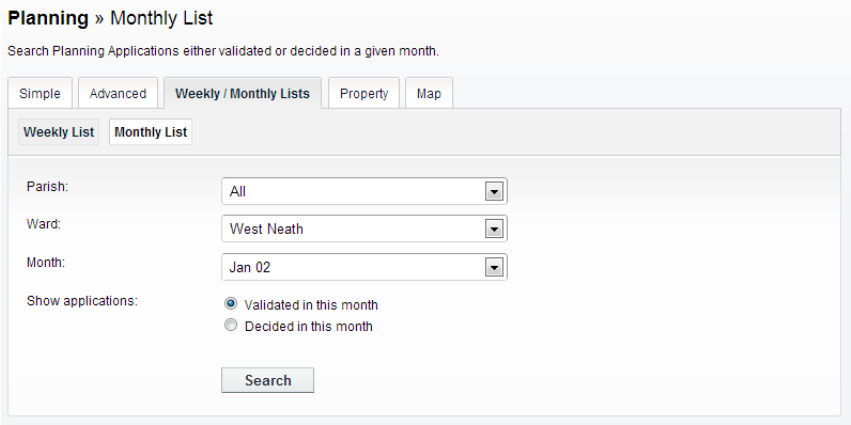
5 Every planning case has a number of important dates associated with it (for example, the date the application was validated or the date that a court decision was issued). Use the date pickers to define an appropriate period to search within for any dates of interest.

6 Click on the Search button to display the results of your search (see “Search Results” on page 27).

Weekly/Monthly Lists Search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided, as published in the local authority's lists.

1 From the Search drop down list choose the Planning module, then select **Weekly/Monthly Lists**.



2 Click on **Weekly List** or **Monthly List** to select which list you want to search.

3 You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.

4 Specify the **Week** or **Month** by selecting from the drop down list.

5 Under **Show applications**, select to display:

- Validated applications
- Decided applications.

6 Click on the Search button to display the results of your search (see "Search Results" on page 27).

Property Search

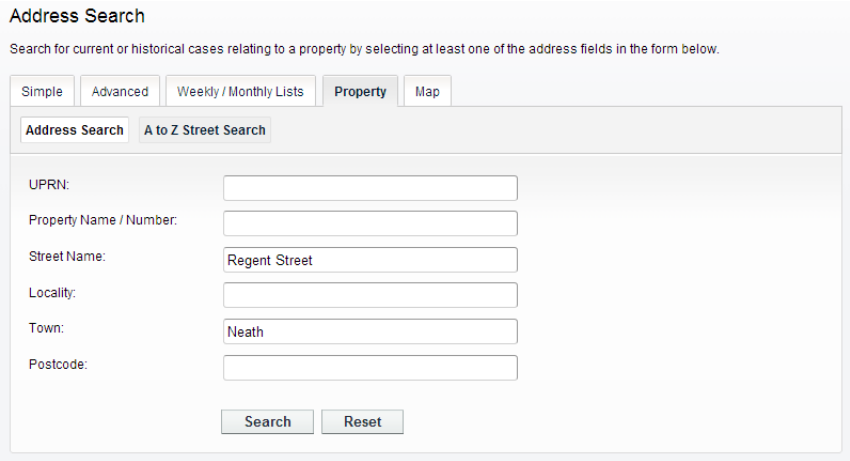
The property search feature allows you to search for a specific property in the gazeteer. There are two property search options:

- **Address** - search for applications at a specified address
- **A to Z Street** - search for applications on a specified street chosen from an alphabetical list.

Address search

1 From the Search drop down list choose the Planning module, then select **Property Search**.

2 To search for a specific property by its address, select the **Address Search** tab.



3 Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see “Search Results” on page 27).

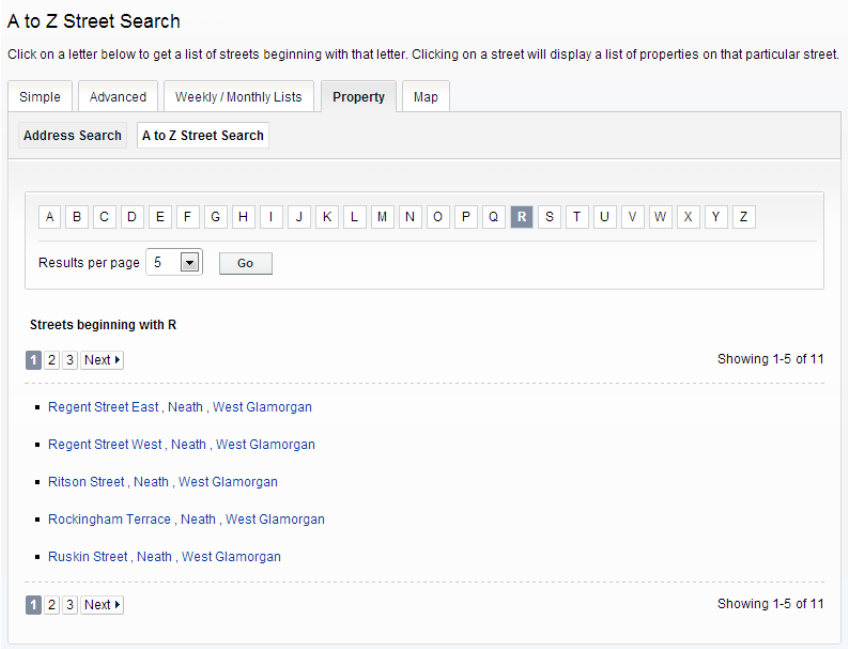
4 If you need to clear the fields and start again, press the **Reset** button.

A to Z Street search

1 From the Search drop down list choose the Planning module, then select **Property Search**.

2 To search for a street alphabetically, select **A to Z Street Search**.

3 Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.


A to Z Street Search
Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.
Simple
Advanced
Weekly / Monthly Lists
Property
Map
Address Search
A to Z Street Search
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Results per page 5
Go
Streets beginning with R
1 2 3 Next
Showing 1-5 of 11
Regent Street East , Neath , West Glamorgan
Regent Street West , Neath , West Glamorgan
Ritson Street , Neath , West Glamorgan
Rockingham Terrace , Neath , West Glamorgan
Ruskin Street , Neath , West Glamorgan
1 2 3 Next
Showing 1-5 of 11

4 Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.

5 To go back and chose a different street, click on the **Refine Search** button.

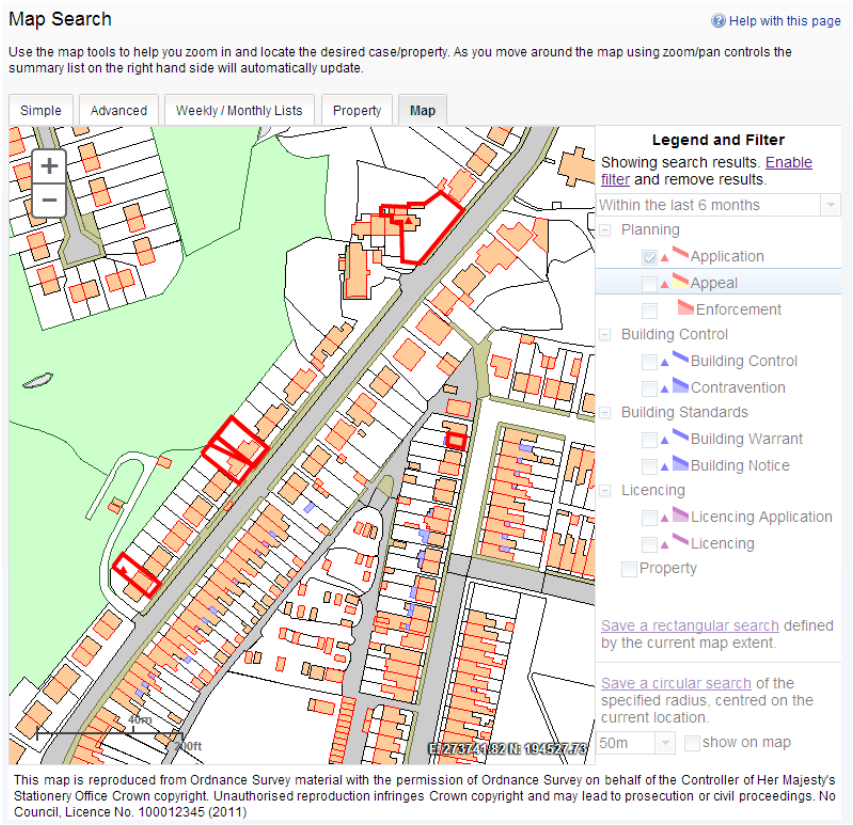
Map Search

Map search allows you to identify properties that are the subjects of applications, appeals or enforcements using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

1 From the Search menu, choose the Planning module, then select **Map Search**.

The initial view shows applications submitted within the last six months.


Map Search
Help with this page
Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.
Simple
Advanced
Weekly / Monthly Lists
Property
Map
Legend and Filter
Showing search results. Enable filter and remove results.
Within the last 6 months
Planning
Application
Appeal
Enforcement
Building Control
Building Control
Contravention
Building Standards
Building Warrant
Building Notice
Licencing
Licencing Application
Licencing
Property
Save a rectangular search defined by the current map extent.
Save a circular search of the specified radius, centred on the current location.
50m
show on map
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

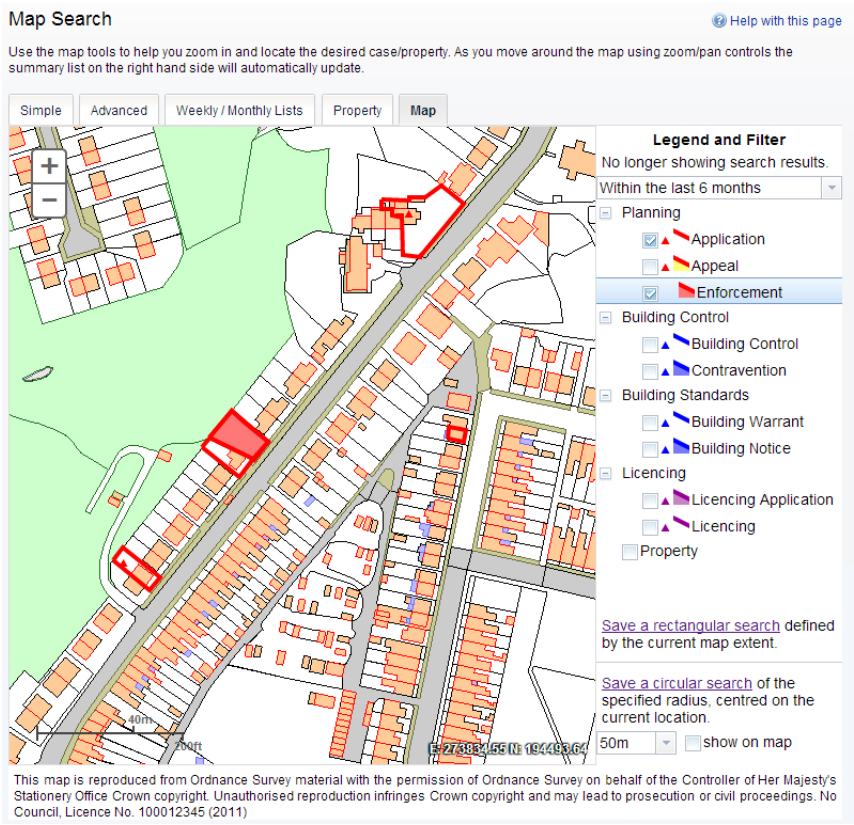
2 To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

Alternatively you can zoom in and out by scrolling the mouse wheel.

Note The scale at the bottom left of the map changes as you zoom.

3 To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.

4 To refine the display, click on **Enable Filter**.

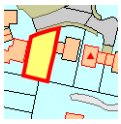
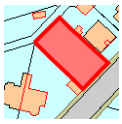
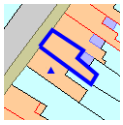
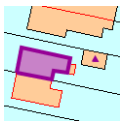
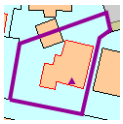
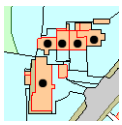

Map Search
Help with this page
Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.
Simple
Advanced
Weekly / Monthly Lists
Property
Map
Legend and Filter
No longer showing search results.
Within the last 6 months
Planning
Application
Appeal
Enforcement
Building Control
Building Control
Contravention
Building Standards
Building Warrant
Building Notice
Licencing
Licencing Application
Licencing
Property
Save a rectangular search defined by the current map extent.
Save a circular search of the specified radius, centred on the current location.
50m
show on map
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

5 The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.

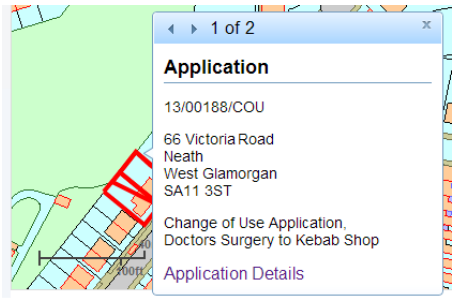
6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

Most records can be displayed in two ways:

- Records which only affect the property which is the subject of the application are shown as triangular points.
- Records which affect others (for example, neighbours or the public) are displayed as a polygon which illustrates the boundary of the property affected by the application.

Module	Record type	Displayed As
Planning	**Applications** - properties for which planning applications have been submitted.	
	Appeals - properties which are the subject of planning appeals.	
	Enforcements - properties which are the subject of planning enforcements.	
Building Control	**Applications** - properties for which building control applications have been submitted.	
	Contraventions - properties which are the subject of building control contraventions.	
Building Standards	**Warrants** - properties for which applications for building warrants have been submitted.	
	Notices - properties which are the subject of building notices.	
Licensing	**Applications** - properties for which licence applications have been submitted.	
	Licences - properties which hold one or more licences.	
All	**Properties** - all valid properties in your local area. You can click on any of these to see if any current record (for example, application, or licence) exists at that address.	

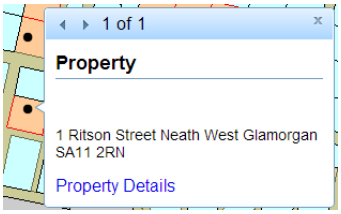
7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

To view the full record details click on the **Details** link.

8 When the black Properties markers are displayed, you can click on any of these to view the property summary.



To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on **Property Details**.

Saving map searches

You can add a map search to your Saved Searches list in one of two formats:

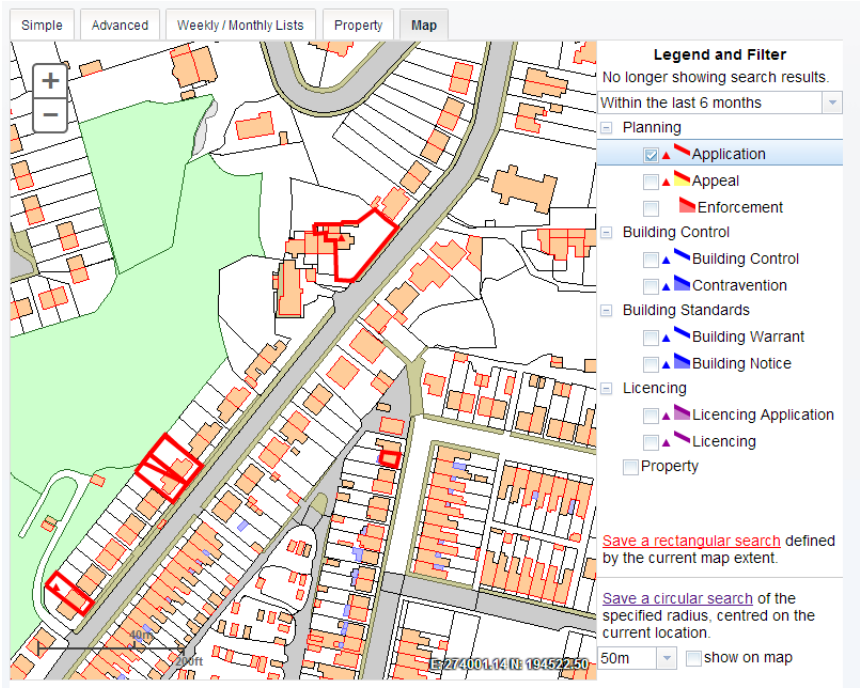
- **Rectangular search** - saves all of the records of the selected record type that apply to the area currently shown on the map
- **Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

Note Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

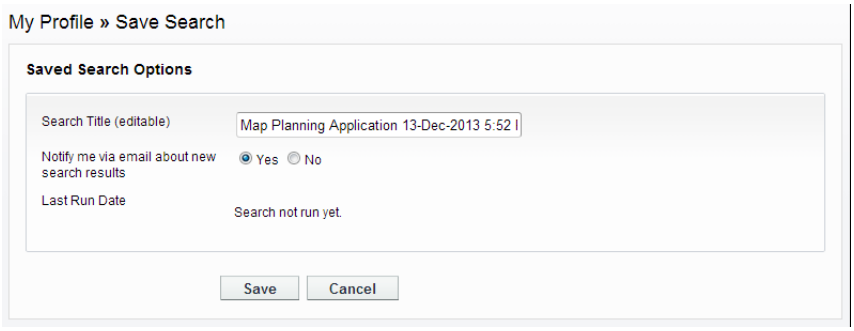
Rectangular search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display planning applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

1 Zoom and pan the map to display the geographical area of interest.
2 Select the required time period.
3 Filter the legend to display one record type.
4 Click on **Save a rectangular search**.



5 On the **Saved Search Options** page you may change the default search title if you wish.



6 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 11).

7 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 9).

Circular search

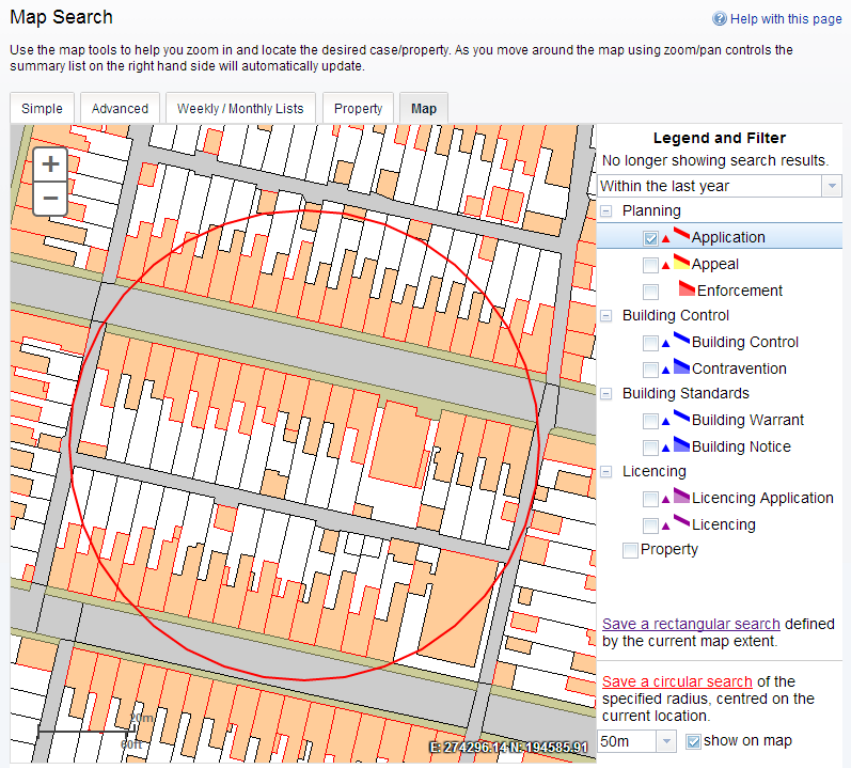
The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allows you to monitor new planning applications arising within a specified distance of your home on a yearly basis.

1 Zoom and pan the map, placing the geographical point of interest at the centre.

2 Select the required time period.

3 Filter the legend to display one record type.

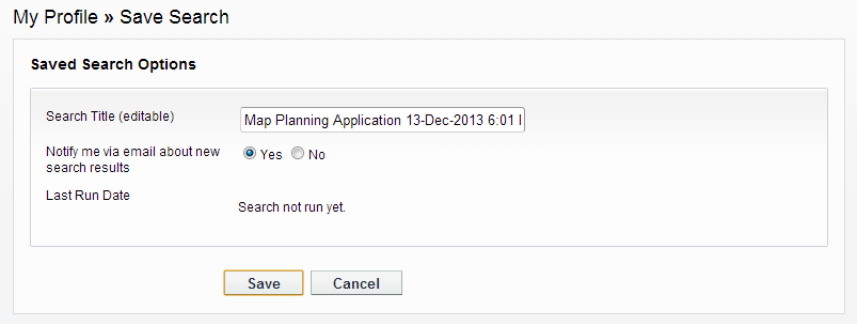
4 Select the radial distance from the centre in which to search for records.



Check the **Show on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

5 Click on **Save a circular search**.

6 In the Saved Search Options box you may change the default search title if you wish.

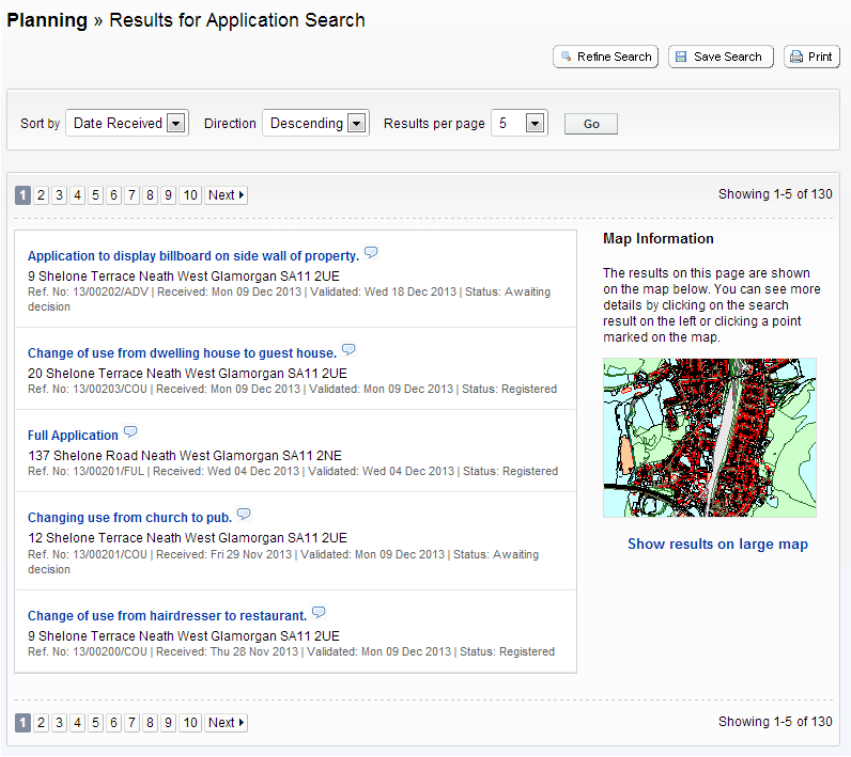


7 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 11).

8 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 9).

Search Results

Once you have run a search, a list of records matching the search criteria is displayed.


Planning » Results for Application Search
Refine Search
Save Search
Print
Sort by Date Received
Direction Descending
Results per page 5
Go
1 2 3 4 5 6 7 8 9 10 Next
Showing 1-5 of 130
Application to display billboard on side wall of property.
9 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00202/ADV | Received: Mon 09 Dec 2013 | Validated: Wed 18 Dec 2013 | Status: Awaiting decision
Change of use from dwelling house to guest house.
20 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00203/COU | Received: Mon 09 Dec 2013 | Validated: Mon 09 Dec 2013 | Status: Registered
Full Application
137 Shelone Road Neath West Glamorgan SA11 2NE
Ref. No: 13/00201/FUL | Received: Wed 04 Dec 2013 | Validated: Wed 04 Dec 2013 | Status: Registered
Changing use from church to pub.
12 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00201/COU | Received: Fri 29 Nov 2013 | Validated: Mon 09 Dec 2013 | Status: Awaiting decision
Change of use from hairdresser to restaurant.
9 Shelone Terrace Neath West Glamorgan SA11 2UE
Ref. No: 13/00200/COU | Received: Thu 28 Nov 2013 | Validated: Mon 09 Dec 2013 | Status: Registered
Map Information
The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.
Show results on large map
1 2 3 4 5 6 7 8 9 10 Next
Showing 1-5 of 130

Note A speech bubble icon attached to a record indicates that comments may be made about that record at this time

1 You can manipulate how the search results are displayed to help you find applications of particular interest:
   - **Sort By** - re-order the results according to a selected criterion
   - **Direction** - choose whether the results are displayed in ascending or descending order
   - **Results per page** - choose how many results should be displayed on the page at once.

   When you have made your display selections, click on the Go button.
2 The number of results displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or Previous to view the previous one, or by clicking directly on the page number
3 A map of the relevant area is displayed. Click on **Show results on Large map** to see the locations of the search results in greater detail (see “Map Search” on page 20).
4 If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. Press the **Refine Search** button.
5 To display the current page of search results in a printable format, click on the **Print** button.

   Click on Print again in the new window to send the page to your local printer. Press Close when you are finished with this window.
6 To view an individual record in detail, click on its title.

Saving A Search

You may find that you use a particular search regularly. For example, a simple search based on your post code or an advanced search charting the progress of a specific planning application. As a registered users you can save these searches to be run again from your Saved Searches page (see “Saved searches” on page 9). Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your Notified Applications page (see “Notified applications” on page 11).

1. To save a search, click on the **Save Search** button.
2. Change the default search title if you wish.
3. If you want to be notified by email of any new records matching your search criteria, select **Yes**.
4. Click on **Save** to save the search.

Record Details

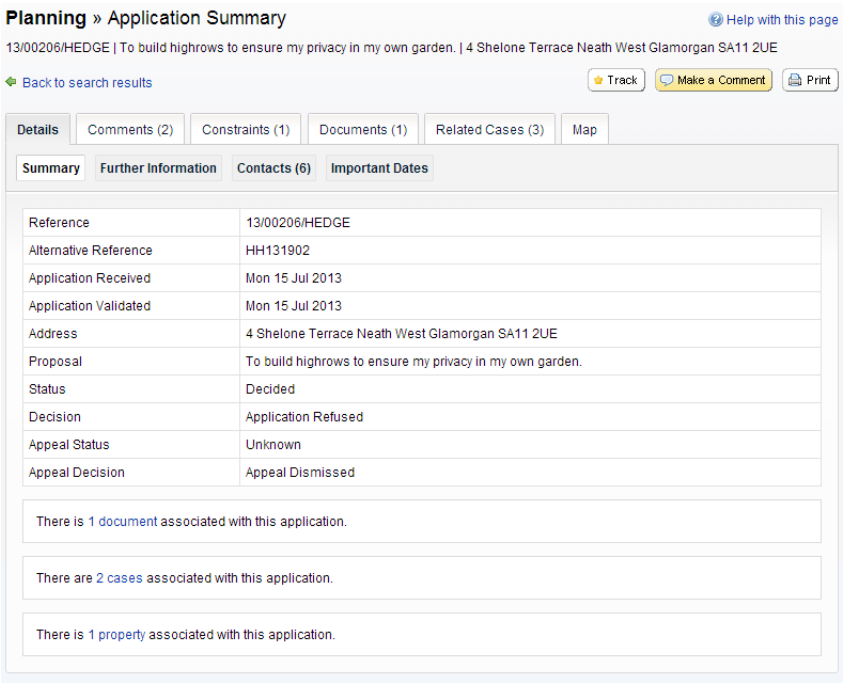
When you select to view a record, the application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application. Planning records contain the following tabs:

- **Details** - displays the key information about the record
- **Comments** - displays any existing comments made about the case and allows registered users to contribute their own
- **Constraints** - lists any constraints placed on the case
- **Documents** - displays a list of documents relevant to the case
- **Related Cases** - displays a list of items which are related to the current record
- **Map** - displays the case property using the map view.

Details

The Details tab displays key information about the record.

1 Click on the **Details** tab.


Planning » Application Summary
Help with this page
13/00206/HEDGE | To build highrows to ensure my privacy in my own garden. | 4 Shelone Terrace Neath West Glamorgan SA11 2UE
Back to search results
Track
Make a Comment
Print
Details
Comments (2)
Constraints (1)
Documents (1)
Related Cases (3)
Map
Summary
Further Information
Contacts (6)
Important Dates
Reference 13/00206/HEDGE
Alternative Reference HH131902
Application Received Mon 15 Jul 2013
Application Validated Mon 15 Jul 2013
Address 4 Shelone Terrace Neath West Glamorgan SA11 2UE
Proposal To build highrows to ensure my privacy in my own garden.
Status Decided
Decision Application Refused
Appeal Status Unknown
Appeal Decision Appeal Dismissed
There is 1 document associated with this application.
There are 2 cases associated with this application.
There is 1 property associated with this application.

2 The record details are split up into four tabbed sections. Click on the appropriate tab to display those details.

- **Summary** - displays the basic information pertaining to the record. The summary also identifies the number of the documents, cases and properties that have been added to this record. Click on one of these to view them.
- **Further Information** - displays additional information about the application that was not included in the summary.
- **Contacts** - displays a list of contacts relevant to this case. The number of contacts is displayed on the tab.
- **Important Dates** - displays the dates on which important events in the life span of the case occur from initial submission through to the decision. If the case is still in progress some of these may be blank.

Comments

The Comments tab displays any comments that have been made about this case by members of the public or members of official consultee groups. The number of comments is displayed on the tab.

If the case is currently open for comments, registered users can add their own comment.

1 Click on the **Comments** tab.

2 To view comments made by members of the public, click on the **Public Comments** tab.

3 To see which consultee bodies have made comments on this case, click on the **Consultee Comments** tab.

4 You can re-order a comments list by the date the comment was added or by the commenter's name. Select one of these from the **Sort by** drop down list, then click on Go.

5 To change the direction of the list, select Ascending or Descending from the **Direction** drop down list, followed by Go.

6 To change the number of results displayed, select from the **Results per page drop** down list, followed by Go.

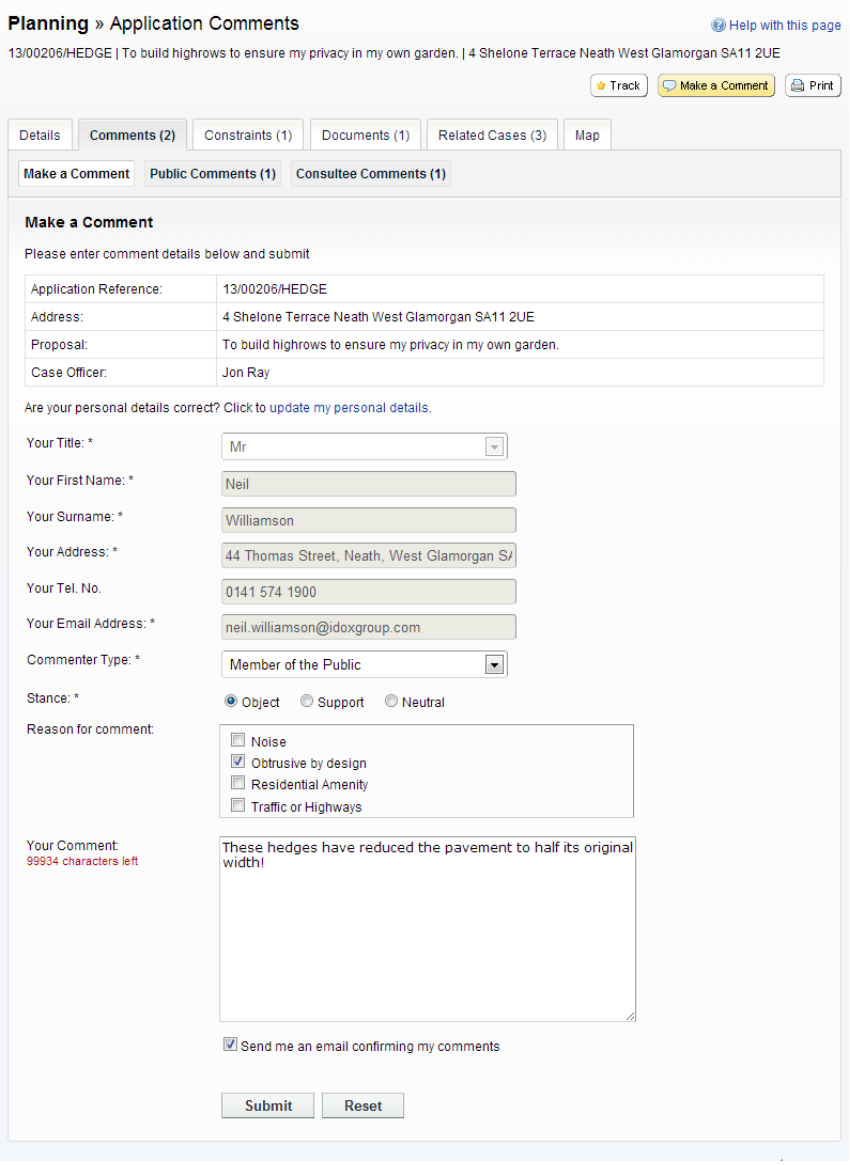
7 If there are more results than fit on one page, navigate by clicking on **Next** or **Previous**, or by clicking on the **Page Number** directly.

8 Comments are displayed showing the name of the commenter and their stance on the case (objects, supports or neutral). The total numbers of these are displayed at the top of the list. Click on the commenter's name to display the comment itself. Click on it again to collapse the comment again.

9 Click on **Expand All** to view all of the comments on the page. Click on **Collapse All** to hide them all again.

10 To view all of the comments for a case as documents click on the **View All Comments** button.

11 If you are logged in you can add a comment about the case. Click on **Make a Comment**.


Planning » Application Comments
Help with this page
13/00206/HEDGE | To build highrows to ensure my privacy in my own garden. | 4 Shelone Terrace Neath West Glamorgan SA11 2UE
Track
Make a Comment
Print
Details
Comments (2)
Constraints (1)
Documents (1)
Related Cases (3)
Map
Make a Comment
Public Comments (1)
Consultee Comments (1)
Make a Comment
Please enter comment details below and submit
Application Reference: 13/00206/HEDGE
Address: 4 Shelone Terrace Neath West Glamorgan SA11 2UE
Proposal: To build highrows to ensure my privacy in my own garden.
Case Officer: Jon Ray
Are your personal details correct? Click to update my personal details.
Your Title: * Mr
Your First Name: * Neil
Your Surname: * Williamson
Your Address: * 44 Thomas Street, Neath, West Glamorgan SA
Your Tel. No. 0141 574 1900
Your Email Address: * neil.williamson@idoxgroup.com
Commenter Type: * Member of the Public
Stance: * Object Support Neutral
Reason for comment:
Noise
Obtrusive by design
Residential Amenity
Traffic or Highways
Your Comment:
99934 characters left
These hedges have reduced the pavement to half its original width!
Send me an email confirming my comments
Submit
Reset

12 Your name and address are added automatically to the form. If these are not correct, click on **update my personal details** and make the appropriate changes.

13 Add your remaining contact details in the appropriate boxes.

14 The **Commenter Type** drop down list describes the type of people who may need to make a comment about a case. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.

15 In the **Reason for comment** box select one or more of the offered reasons for making your comment.

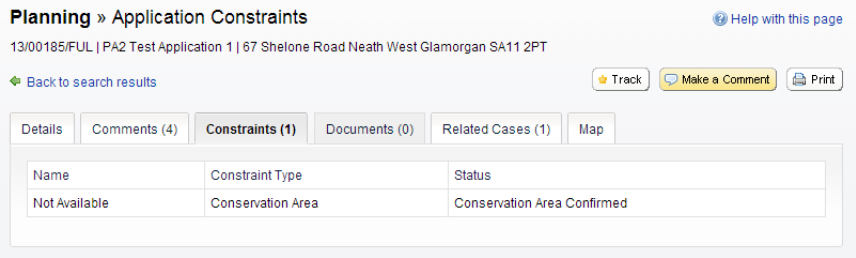
16 Enter the details of your comment in the **Your Comment** box.

17 If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments** box.

18 When you have completed all the details, click on the **Submit** button. Your comment will appear in the Public Comments page for this case.

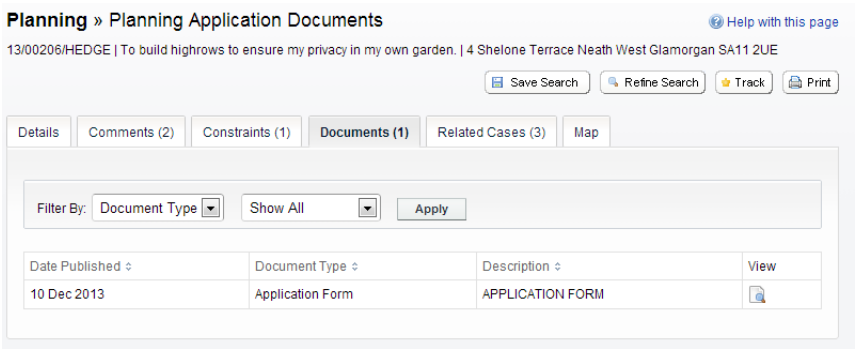
Constraints

1 Click on the **Constraints** tab to display any constraints that have been placed on this application. The number of constraints are displayed on the tab.



Documents

1 Click on the **Documents** tab to display any documents that have been added to this application.



2 If there are a lot of documents you can filter the list. Select one of the following from the **Filter By** list:

- **Document Type** - select from the drop down list
- **Description** - enter some text that may appear in a document's description.

Press Apply.

3 You can re-order the list according to:

- Date Published
- Document Type
- Description.

Click on the appropriate heading to re-order the list.

4 To view any of the documents in a separate window, click on **View**.

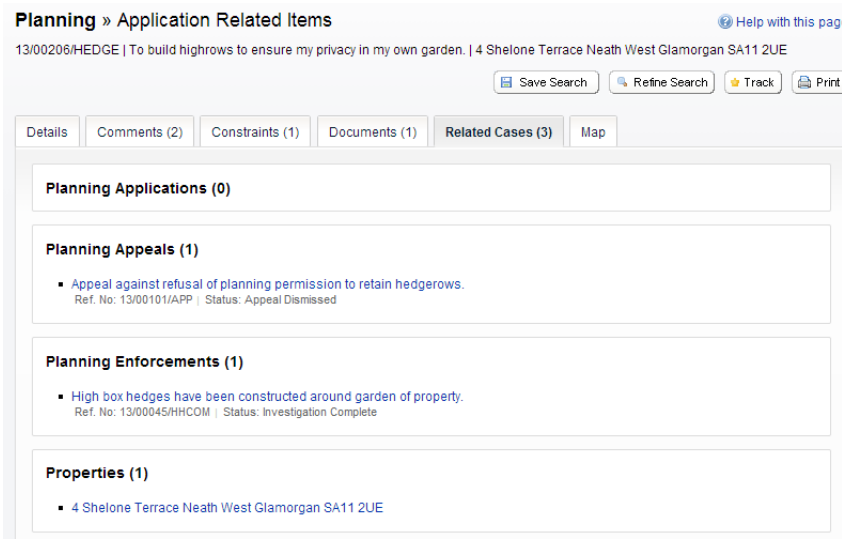
Related cases

The Related Cases tab displays the other cases that have a relation to the current one. These may be other Applications, Appeals or Enforcements in the Planning module or cases in other Idox Public Access modules, if they are available.

Affected properties are also listed in the Related Cases tab.

The total number of items are displayed on the tab.

1 Click on **Related Cases** to view a summary of additional information related to the application.

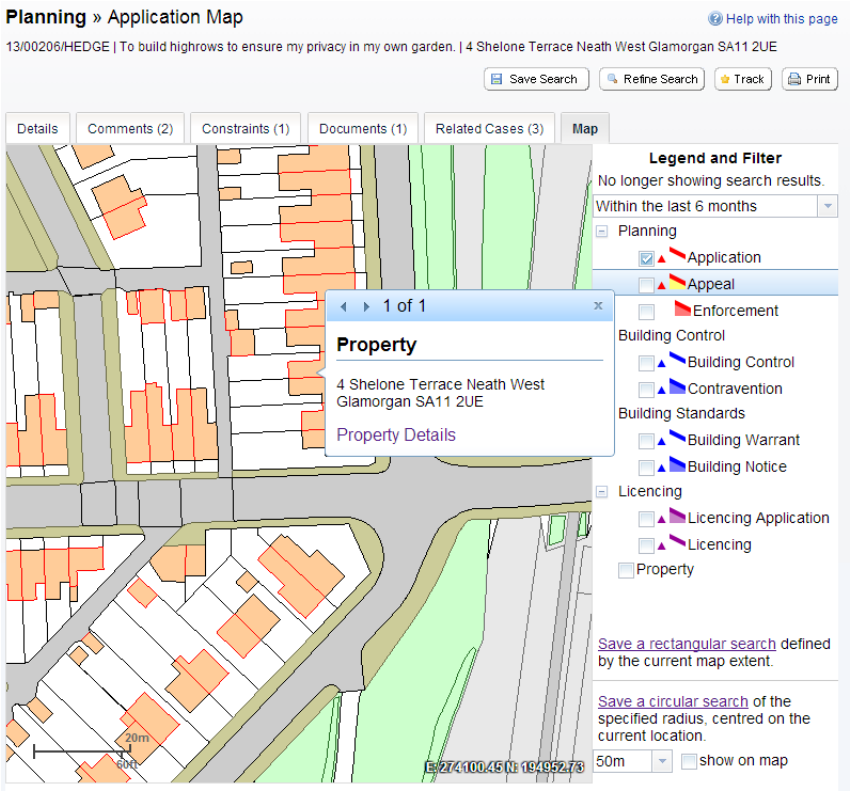

Planning » Application Related Items
Help with this pag
13/00206/HEDGE | To build highrows to ensure my privacy in my own garden. | 4 Shelone Terrace Neath West Glamorgan SA11 2UE
Save Search
Refine Search
Track
Print
Details
Comments (2)
Constraints (1)
Documents (1)
Related Cases (3)
Map
Planning Applications (0)
Planning Appeals (1)
Appeal against refusal of planning permission to retain hedgerows.
Ref. No: 13/00101/APP | Status: Appeal Dismissed
Planning Enforcements (1)
High box hedges have been constructed around garden of property.
Ref. No: 13/00045/HHCOM | Status: Investigation Complete
Properties (1)
4 Shelone Terrace Neath West Glamorgan SA11 2UE

2 To view any of the listed items, click on its title.

Map

The Map tab displays the location of the case property on the interactive map.

1 Click on the **Map** tab.

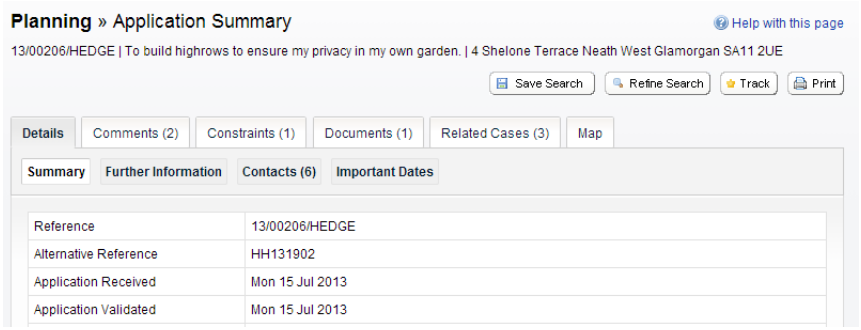


2 The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 20 for details).

Tracking Applications

Any application can be tracked so that you can keep up to date with its progress without having to search for it again. These cases are listed in your **Tracked Applications** page (see “Tracked applications” on page 10).

1 If you want to add a case to your Tracked Applications page click on the **Track** button.



2 To find this case again, select Tracked Applications under My Profile.

3 To stop tracking an application, return to the application details and click the **Stop Tracking** button at the top of the page. Alternatively click the Stop Tracking button next to the application in the Tracked Applications page.